DOCUMENT RESUME

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ABSTRACT

This document contains the occupational duty/task lists for 10 occupations in the printing series. Each occupation is divided into a number of duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are typesetter operator, keyline operator, paste-up artist, proof reader, camera operator, offset pressman, stripper, bindery operator, offset platemaker, and photo direct platemaker. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (KC)

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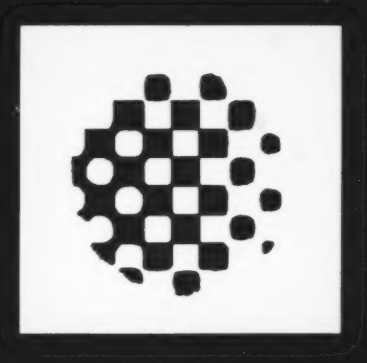
DUTY TASK LIST



TYPESETTER OPERATOR
KEYLINE OPERATOR
PASTE-UP ARTIST
PROOF READER
CAMERA OPERATOR
OFFSET PRESSMAN
STRIPPER
BINDERY OPERATOR
OFFSET PLATEMAKER
PHOTO DIRECT PLATEMAKER

CE051532

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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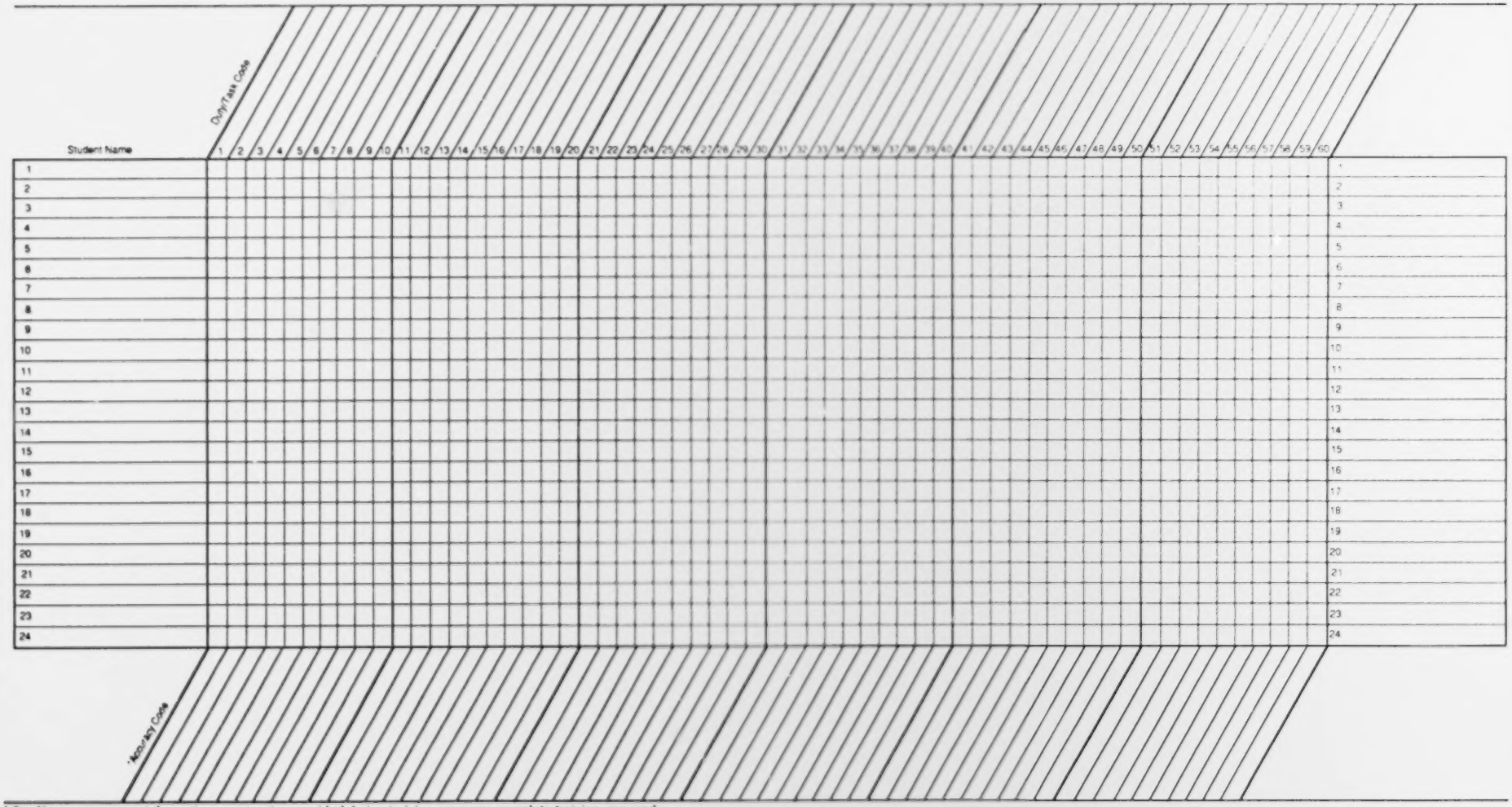
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program; complete training required.
1 = Exposure only - general information provided with no practice time; close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program; limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

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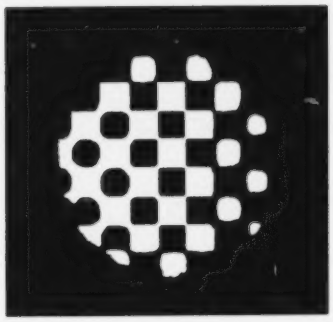
DUTY/TASK LISTS

PRINTING SERIES



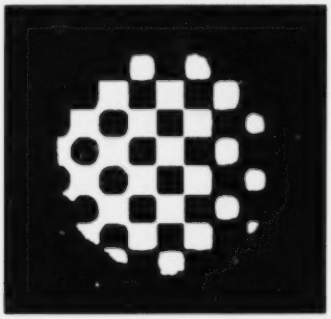
OCCUPATIONS:

1. Typesetter Operator
2. Keyline Operator
3. Paste-Up Artist
4. Proof Reader
5. Camera Operator
6. Offset Pressman
7. Stripper
8. Bindery Operator
9. Offset Platemaker
10. Photo Direct Platemaker

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 1: TYPESETTER OPERATOR

DUTIES:
- A. Perform Job Planning and Layout
- B. Perform Keyline (Layout Form Operations)
- C. Perform Typesetting Operations
- D. Perform Proofreading Functions
- F. Perform Paste-Up Functions
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **TYPESETTER OPERATOR**

DUTY: **Perform Job Planning and Layout**

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct and design layouts		
A.02	Check final layout and obtain customer approval		
A.03	Make dummies of layouts		
A.04	Write layout specifications		
A.05	Maintain art files		

OCCUPATION: TYPESETTER OPERATOR

DUTY: Perform Keyline (Layout Form Operations)

CODE	TASK	TAUGHT	COMMENTS
B.01	Position layout board on the work surface		
B.02	Layout final size		
B.03	Layout image size		
B.04	Draw lines using technical pens to place ruled lines on paper		
B.05	Layout folds		
B.06	Arrange copy using basic design concepts and tools of the trade to create a finished paste-up		
B.07	Position corrections		
B.08	Apply adhesive material to create words or symbols		
B.09	Cut rubylith or amberlith		
B.10	Layout multiple forms		
B.11	Size material using proportional wheel to figure the percentage of enlargement or reduction of material that will fit the layout		
B.12	Measure type size		
B.13	Measure line length		
B.14	Create an acetate overlay		
B.15	Write reproduction instructions to communicate specific information		
B.16	Make a photostat using camera, photomaterial, and processor to photograph copy		

OCCUPATION: TYPESETTER OPERATOR

DUTY: Perform Typesetting Operations

CODE	TASK	TAUGHT	COMMENTS
C.01	Organize composition work flow		
C.02	Set-up typesetting machine and processor		
C.03	Set composition		
C.04	Edit and correct composition		
C.05	Maintain and service typesetting machines		
C.06	Maintain and service processor		
C.07	Maintain film fonts		

OCCUPATION: TYPESETTER OPERATOR

DUTY: Perform Proofreading Functions

CODE	TASK	TAUGHT	COMMENTS
D.01	Organize proofreading work flow		
D.02	Read and compare proofs		
D.03	Mark errors, using standard proofreading symbols, on proofs for corrections		

OCCUPATION: **TYPESETTER OPERATOR**

DUTY: **Perform Paste-Up Functions**

CODE	TASK	TAUGHT	COMMENTS
F.01	Organize paste-up work flow		
F.02	Layout and position paste-up		
F.03	Locate and position halftones or windows		
F.04	Paste-up copy		
F.05	Check finished paste-up		

OCCUPATION: **TYPESETTER OPERATOR**

DUTY: **Perform Cost Awareness Activities**

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

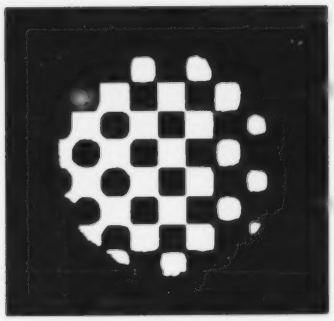
OCCUPATION: **TYPESETTER OPERATOR**

DUTY: **Practice In-Shop Safety**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 2: KEYLINE OPERATOR

DUTIES:
- B. Perform Keyline (Layout Form Operations)
- C. Perform Typesetting Operations
- D. Perform Proofreading Functions
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: KEYLINE OPERATOR

DUTY: Perform Keyline (Layout Form Operations)

CODE	TASK	TAUGHT	COMMENTS
B.01	Position layout board on the work surface		
B.02	Layout final size		
B.03	Layout image size		
B.04	Draw lines using technical pens to place ruled lines on paper		
B.05	Layout folds		
B.06	Arrange copy using basic design concepts and tools of the trade to create a finished paste-up		
B.07	Position corrections		
B.08	Apply adhesive material to create words or symbols		
B.09	Cut rubylith or amberlith		
B.10	Layout multiple forms		
B.11	Size material using proportional wheel to figure the percentage of enlargement or reduction of material that will fit the layout		
B.12	Measure type size		
B.13	Measure line length		
B.14	Create an acetate overlay		
B.15	Write reproduction instructions to communicate specific information		
B.16	Make a photostat using camera, photomaterial, and processor to photograph copy		

OCCUPATION: KEYLINE OPERATOR

DUTY: Perform Typesetting Operations

CODE	TASK	TAUGHT	COMMENTS
C.01	Organize composition work flow		
C.02	Set-up typesetting machine and processor		
C.03	Set composition		
C.04	Edit and correct composition		
C.05	Maintain and service typesetting machines		
C.06	Maintain and service processor		
C.07	Maintain film fonts		

OCCUPATION: KEYLINE OPERATOR

DUTY: Perform Proofreading Functions

CODE	TASK	TAUGHT	COMMENTS
D.01	Organize proofreading work flow		
D.02	Read and compare proofs		
D.03	Mark errors, using standard proofreading symbols, on proofs for corrections		

OCCUPATION: KEYLINE OPERATOR

DUTY: Perform Cost Awareness Activities

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

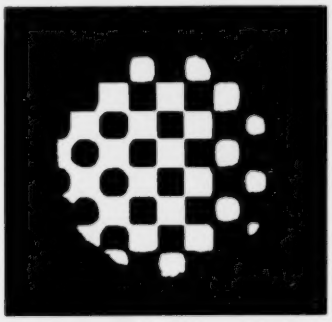
OCCUPATION: KEYLINE OPERATOR

DUTY: Practice In-Shop Safety

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 3: PASTE-UP ARTIST

DUTIES:
- A. Perform Job Planning and Layout
- E. Produce Camera Ready Copy
- F. Perform Paste-Up Functions
- G. Perform Darkroom Operations and Procedures/ Exposing With a Camera
- J. Perform Proofing Operations
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **PASTE-UP ARTIST**

DUTY: **Perform Job Planning and Layout**

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct and design layouts		
A.02	Check final layout and obtain customer approval		
A.03	Make dummies of layouts		
A.04	Write layout specifications		
A.05	Maintain art files		

OCCUPATION: **PASTE-UP ARTIST**

DUTY: **Produce Camera Ready Copy**

CODE	TASK	TAUGHT	COMMENTS
E.01	Apply border tapes		
E.02	Apply dry-transfer screen tints and shading film		
E.03	Keyline pictures		
E.04	Locate and utilize clip-art		
E.05	Rule lines		
E.06	Sort work to be photocopied into line copy, halftone copy, and color copy		
E.07	Prepare processor for day's work		
E.08	Empty and refill chemicals in processor		
E.09	Process photo-material through processor		
E.10	Use PMT camera and PMT processor to make line enlargements or reductions exposing with a camera		

OCCUPATION: **PASTE-UP ARTIST**

DUTY: **Perform Paste-Up Functions**

CODE	TASK	TAUGHT	COMMENTS
F.01	Organize paste-up work flow		
F.02	Layout and position paste-up		
F.03	Locate and position halftones or windows		
F.04	Paste-up copy		
F.05	Check finished paste-up		

OCCUPATION: **PASTE-UP ARTIST**

DUTY: **Perform Darkroom Operations and Procedures/Exposing with a Camera**

CODE	TASK	TAUGHT	COMMENTS
G.01	Organize darkroom work flow		
G.02	Prepare darkroom for operation		
G.03	Prepare process camera		
G.04	Expose and process line film and print material with process camera		
G.05	Make contacts		
G.06	Maintain darkroom equipment and make minor repairs		
G.07	Clean and maintain camera		
G.08	Make exposure tests		
G.09	Expose photographs using contact halftone screens		
G.10	Use duplicating film for line work		

OCCUPATION: **PASTE-UP ARTIST**

DUTY: **Perform Proofing Operations**

CODE	TASK	TAUGHT	COMMENTS
J.01	Organize proof work flow		
J.02	Determine exposure time		
J.03	Expose proofing materials		
J.04	Develop proofing materials (hand processing)		
J.05	Make a silverprint or blue line proof in a vacuum frame exposure unit		
J.06	Maintain platemaking equipment and make minor repairs		

OCCUPATION: **PASTE-UP ARTIST**

DUTY: **Perform Cost Awareness Activities**

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

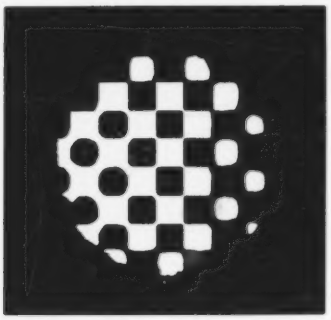
OCCUPATION: **PASTE-UP ARTIST**

DUTY: **Practice In-Shop Safety**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 4: PROOF READER

DUTIES:
- D. Perform Proofreading Functions
- J. Perform Proofing Operations
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: PROOF READER

DUTY: Perform Proofreading Functions

CODE	TASK	TAUGHT	COMMENTS
D.01	Organize proofreading work flow		
D.02	Read and compare proofs		
D.03	Mark errors, using standard proofreading symbols, on proofs for corrections		

OCCUPATION: PROOF READER

DUTY: Perform Proofing Operations

CODE	TASK	TAUGHT	COMMENTS
J.01	Organize proof work flow		
J.02	Determine exposure time		
J.03	Expose proofing materials		
J.04	Develop proofing materials (hand processing)		
J.05	Make a silverprint or blue line proof in a vacuum frame exposure unit		
J.06	Maintain platemaking equipment and make minor repairs		

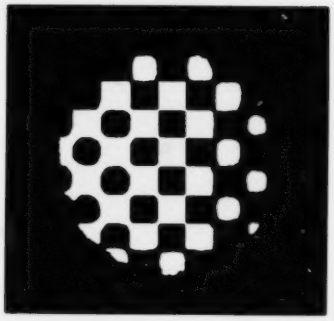
OCCUPATION: **PROOF READER**

DUTY: **Practice In-Shop Safety**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 5: CAMERA OPERATOR

DUTIES:
- E. Produce Camera Ready Copy
- G. Perform Darkroom Operations and Procedures/ Exposing With a Camera
- J. Perform Proofing Operations
- O. Process Film and Printed Materials
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **CAMERA OPERATOR**

DUTY: **Produce Camera Ready Copy**

CODE	TASK	TAUGHT	COMMENTS
E.01	Apply border tapes		
E.02	Apply dry-transfer screen tints and shading film		
E.03	Keyline pictures		
E.04	Locate and utilize clip-art		
E.05	Rule lines		
E.06	Sort work to be photocopied into line copy, halftone copy, and color copy		
E.07	Prepare processor for day's work		
E.08	Empty and refill chemicals in processor		
E.09	Process photo-material through processor		
E.10	Use PMT camera and PMT processor to make line enlargements or reductions exposing with a camera		

OCCUPATION: CAMERA OPERATOR

DUTY: Perform Darkroom Operations and Procedures/Exposing with a Camera

CODE	TASK	TAUGHT	COMMENTS
G.01	Organize darkroom work flow		
G.02	Prepare darkroom for operation		
G.03	Prepare process camera		
G.04	Expose and process line film and print material with process camera		
G.05	Make contacts		
G.06	Maintain darkroom equipment and make minor repairs		
G.07	Clean and maintain camera		
G.08	Make exposure tests		
G.09	Expose photographs using contact halftone screens		
G.10	Use duplicating film for line work		

OCCUPATION: CAMERA OPERATOR

DUTY: Perform Proofing Operations

CODE	TASK	TAUGHT	COMMENTS
J.01	Organize proof work flow		
J.02	Determine exposure time		
J.03	Expose proofing materials		
J.04	Develop proofing materials (hand processing)		
J.05	Make a silverprint or blue line proof in a vacuum frame exposure unit		
J.06	Maintain platemaking equipment and make minor repairs		

OCCUPATION: CAMERA OPERATOR

DUTY: Process Film and Printed Materials

CODE	TASK	TAUGHT	COMMENTS
O.01	Combine chemical concentrates to mix working solutions		
O.02	Set-up developing sink to fill and position trays at correct temperature		
O.03	Position copy on copy board		
O.04	Set light angles to proper degree		
O.05	Set percentage, position tapes, and focus to size of reproduction		
O.06	Set F-stop to correct position		
O.07	Set vacuum film holder to size of film to be shot		
O.08	Load film, cut and place film on camera film holder		
O.09	Examine photo material for best exposure and test		
O.10	Utilize filters to effectively position correct color filter over lens		
O.11	Set timer for proper exposure time		
O.12	Expose film to copy through camera		
O.13	Develop film to proper density by gray scale method		
O.14	Develop film to proper density by time and temperature method		
O.15	Develop film to proper density by visual method		
O.16	Dry film with a film drier		
O.17	Make a contact print or positive by the contact method		

OCCUPATION: CAMERA OPERATOR

DUTY: Process Film and Printed Materials (Continued)

CODE	TASK	TAUGHT	COMMENTS
O.18	Expose combination negatives with pin register by contact printing		
O.19	Expose for reverses, shrinks, and spreads by contact printing		
O.20	Set light source to expose correct amount of light on frame		
O.21	Test for best exposure time		
O.22	Load photo-material on contact frame to place film and negative correctly		
O.23	Prepare and expose photo-material through negative		
O.24	Process photo-materials through processor		
O.25	Expose chokes and spreads to flash photo-materials on frame to shrink or spread image		
O.26	Inspect halftones for density, quality, and size		
O.27	Inspect negative for quality and density		
O.28	Prepare processor for day's work		
O.29	Empty and refill chemicals in processor		
O.31	Calculate halftone exposure time		
O.32	Prepare film and screen to set-up camera for halftone		
O.33	Shoot halftone main exposure to expose film through screen		
O.34	Shoot flash exposure to expose film through screen		

OCCUPATION: CAMERA OPERATOR

DUTY: Process Film and Printed Materials (Continued)

CODE	TASK	TAUGHT	COMMENTS
0.36	Evaluate halftone negative		

OCCUPATION: CAMERA OPERATOR

DUTY: Perform Cost Awareness Activities

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

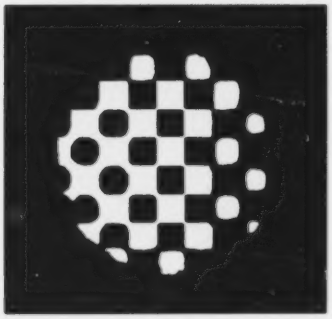
OCCUPATION: CAMERA OPERATOR

DUTY: Practice In-Shop Safety

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 6: OFFSET PRESSMAN

DUTIES:
- L. Operate Offset Presses
- N. Run a Job
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

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OCCUPATION: **OFFSET PRESSMAN**

DUTY: **Operate Offset Presses**

CODE	TASK	TAUGHT	COMMENTS
L.01	Organize offset press work flow		
L.02	Mix fountain solutions to achieve the proper pH		
L.03	Cover rollers with cloth or paper to resurface water rollers		
L.04	Install blanket		
L.05	Install offset plate		
L.06	Load stock into printing press		
L.07	Set feeder to allow feeding of paper		
L.08	Set double sheet detector to allow a designated number of sheets to feed into the press		
L.09	Set side guide to position sheet		
L.10	Set tail wheels to keep sheet snug against head stops		
L.11	Check and set gripper bite		
L.12	Set delivery joggers to jog each sheet into position		
L.13	Mix ink to match color		
L.14	Fill ink fountain		
L.15	Adjust ink fountain to allow the proper amount of ink to reach the roller train		
L.16	Set ink form rollers to adjust pressures		
L.17	Set water rollers		
L.18	Set blanket impression cylinder pressure		
L.19	Operate an offset press using press controls, press supplies, and safety rules		

OCCUPATION: **OFFSET PRESSMAN**

DUTY: **Operate Offset Presses (Continued)**

CODE	TASK	TAUGHT	COMMENTS
L.20	Check ink and water balance using knowledge of quality standards and press controls to print sheets		
L.21	Adjust water system to maintain the proper amount of moisture		
L.22	Align image on the sheet		
L.23	Adjust side guide to move image left or right		
L.24	Rotate plate cylinder to move the image up or down		
L.25	Scribe register marks		
L.26	Examine register to check press set-up		
L.27	Unload printed sheets		
L.28	Preserve offset plate		
L.29	Maintain offset presses and make minor repairs		
L.30	Clean offset press		

OCCUPATION: **OFFSET PRESSMAN**

DUTY: **Run a Job**

CODE	TASK	TAUGHT	COMMENTS
N.01	Ink up press		
N.02	Change feeder for different size sheets and load stock		
N.03	Measure and mix dampener fountain solution		
N.04	Mount plate on press		
N.05	Square image up on paper		
N.06	Maintain register		
N.07	Test water in press regularly with litmus paper		
N.08	Wipe off particles of dust or dried ink (hickies) from plate		
N.09	Adjust and maintain color		
N.10	Unload stock		
N.11	Remove and preserve plate		
N.12	Clean press		

OCCUPATION: **OFFSET PRESSMAN**

DUTY: **Perform Cost Awareness Activities**

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

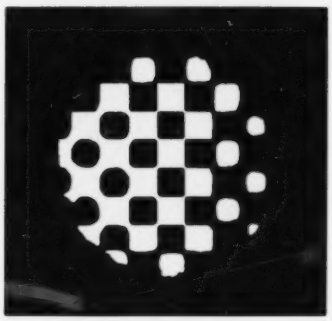
OCCUPATION: **OFFSET PRESSMAN**

DUTY: **Practice In-Shop Safety**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 7: STRIPPER

DUTIES:
- A. Perform Job Planning and Layout
- I. Perform Stripping Operations
- J. Perform Proofing Operations
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **STRIPPER**

DUTY: **Perform Job Planning and Layout**

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct and design layouts		
A.02	Check final layout and obtain customer approval		
A.03	Make dummies of layouts		
A.04	Write layout specifications		
A.05	Maintain art files		

OCCUPATION: **STRIPPER**

DUTY: **Perform Stripping Operations**

CODE	TASK	TAUGHT	COMMENTS
I.01	Check flat against copy and dummy layout		
I.02	Check negatives against dummy layout		
I.03	Lay negatives in position on flat (imposition) and tape		
I.04	Cut rubylith for color separations		
I.05	Scribe negative to scratch emulsion of negative where needed		
I.06	Inspect finished flat for accuracy, defects, and scratches		
I.07	Mix opaque to proper consistency and correct negative imperfections		
I.08	Open all areas of material to be printed		
I.09	Strip changes and corrections in flat		
I.10	Strip for double burns and pin register		
I.11	Tape halftones and screen tints		
I.12	Organize stripping work flow		
I.13	Maintain stripping equipment and make minor repairs		
I.14	Set-up simple step and repeat flat to cut marks in side of flat for a given step distance		
I.15	Set-up pin step and repeat flat to place pins and tabs on flat a given distance apart		
I.16	Strip position flats for three types of imposition: work and turn, work and tumble, and sheet wise plates		
I.17	Strip signature flat to locate multiple negatives on one stripping sheet		
I.18	Route completed flats to platemaking		

OCCUPATION: **STRIPPER**

DUTY: **Perform Proofing Operations**

CODE	TASK	TAUGHT	COMMENTS
J.01	Organize proof work flow		
J.02	Determine exposure time		
J.03	Expose proofing materials		
J.04	Develop proofing materials (hand processing)		
J.05	Make a silverprint or blue line proof in a vacuum frame exposure unit		
J.06	Maintain platemaking equipment and make minor repairs		

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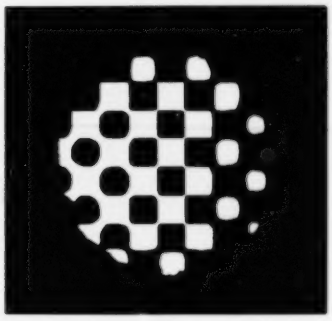
OCCUPATION: **STRIPPER**

DUTY: **Practice In-Shop Safety**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 8: BINDERY OPERATOR

DUTIES:
- A. Perform Job Planning and Layout
- M. Perform Finishing Operations
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **BINDERY OPERATOR**

DUTY: **Perform Job Planning and Layout**

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct and design layouts		
A.02	Check final layout and obtain customer approval		
A.03	Make dummies of layouts		
A.04	Write layout specifications		
A.05	Maintain art files		

OCCUPATION: **BINDERY OPERATOR**

DUTY: **Perform Finishing Operations**

CODE	TASK	TAUGHT	COMMENTS
M.01	Organize bindery work flow		
M.02	Perform paper cutting calculations and operations		
M.03	Set-up and operate bindery equipment (folder, stitchers/staplers, collators, paper drills)		
M.04	Perform hand bindery operations		
M.05	Maintain bindery equipment and make minor repairs		
M.06	Perform folding calculations and operations (perforate, score, right angle fold, glue, etc.)		

OCCUPATION: **BINDERY OPERATOR**

DUTY: **Perform Cost Awareness Activities**

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

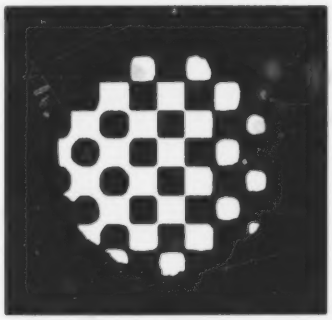
OCCUPATION: BINDERY OPERATOR

DUTY: Practice In-Shop Safety

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 9: OFFSET PLATEMAKER

DUTIES:
- A. Perform Job Planning and Layout
- H. Perform Photo Direct Platemaking Operations
- J. Perform Proofing Operations
- K. Perform Platemaking Operations
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **OFFSET PLATEMAKER**

DUTY: **Perform Job Planning and Layout**

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct and design layouts		
A.02	Check final layout and obtain customer approval		
A.03	Make dummies of layouts		
A.04	Write layout specifications		
A.05	Maintain art files		

OCCUPATION: **OFFSET PLATEMAKER**

DUTY: **Perform Photo Direct Platemaking Operations**

CODE	TASK	TAUGHT	COMMENTS
H.01	Load photo materials into camera-platemaker		
H.02	Test camera chemicals, shoot and develop test copy		
H.03	Change camera-platemaker chemicals		
H.04	Position copy on copy board		
H.05	Set percentage, set tapes, and focus to size of reproduction		
H.06	Test and set camera exposure time		
H.07	Operate camera, expose, and process photo-materials		

OCCUPATION: **OFFSET PLATEMAKER**

DUTY: **Perform Proofing Operations**

CODE	TASK	TAUGHT	COMMENTS
J.01	Organize proof work flow		
J.02	Determine exposure time		
J.03	Expose proofing materials		
J.04	Develop proofing materials (hand processing)		
J.05	Make a silverprint or blue line proof in a vacuum frame exposure unit		
J.06	Maintain platemaking equipment and make minor repairs		

OCCUPATION: **OFFSET PLATEMAKER**

DUTY: **Perform Platemaking Operations**

CODE	TASK	TAUGHT	COMMENTS
K.01	Check flats for imperfections, scratches, blocked images, and imposition		
K.02	Expose all additional masks or multiple burns required for each plate		
K.03	Create vacuum draw-down to contact flat and plate surface with vacuum		
K.04	Expose plate for predetermined time		
K.05	Expose simple step and repeat flat to burn image of flat more than once on same plate		
K.06	Expose pin step and repeat flat to burn image of flat more than once on same plate		
K.07	Process additive plate by hand		
K.08	Process subtractive plate by hand		
K.09	Inspect plate for accuracy and quality		
K.10	Preserve plates for storage		

OCCUPATION: **OFFSET PLATEMAKER**

DUTY: **Perform Cost Awareness Activities**

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

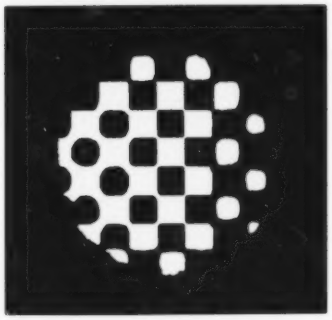
OCCUPATION: **OFFSET PLATEMAKER**

DUTY: **Practice In-Shop Safety**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		

DUTY/TASK LIST

PRINTING SERIES



OCCUPATION 10: PHOTO DIRECT PLATEMAKER

DUTIES:
- A. Perform Job Planning and Layout
- H. Perform Photo Direct Platemaking Operations
- P. Perform Cost Awareness Activities
- Q. Practice In-Shop Safety

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **PHOTO DIRECT PLATEMAKER**

DUTY: **Perform Job Planning and Layout**

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct and design layouts		
A.02	Check final layout and obtain customer approval		
A.03	Make dummies of layouts		
A.04	Write layout specifications		
A.05	Maintain art files		

OCCUPATION: **PHOTO DIRECT PLATEMAKER**

DUTY: **Perform Photo Direct Platemaking Operations**

CODE	TASK	TAUGHT	COMMENTS
H.01	Load photo materials into camera-platemaker		
H.02	Test camera chemicals, shoot and develop test copy		
H.03	Change camera-platemaker chemicals		
H.04	Position copy on copy board		
H.05	Set percentage, set tapes, and focus to size of reproduction		
H.06	Test and set camera exposure time		
H.07	Operate camera, expose, and process photo-materials		

OCCUPATION: PHOTO DIRECT PLATEMAKER

DUTY: Perform Cost Awareness Activities

CODE	TASK	TAUGHT	COMMENTS
P.01	Make quotations		
P.02	Prepare cost estimates		
P.03	Perform general math skills		

OCCUPATION: PHOTO DIRECT PLATEMAKER

DUTY: Practice In-Shop Safety

CODE	TASK	TAUGHT	COMMENTS
Q.01	Identify safety color codes		
Q.02	Identify classes of fires and extinguishers		
Q.03	Identify hazardous chemicals		
Q.04	Know emergency first aid procedures		